



DUTY STATEMENT	
Classification: Staff Services Manager II	Position Number: 835-162-4801-001
Division/Office/Section: AFITS/ FSB/ Budgets & Economic Forecasting Section	
Location: 1001 I Street, Sacramento	Effective Date:
Employee's Name:	Supervision Exercised: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Supervisor's Name: Olga Garti	
Collective Bargaining Identifier (CBID): S01	

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to department policies and procedures regarding attendance, leave, and conduct.

POSITION DESCRIPTION:

Under the general direction of the Fiscal Services Branch Manager, the Staff Services Manager II, Supervisor is the Chief Budget Officer of the Department of Resources Recycling and Recovery (CalRecycle). This position is responsible for the development of the Department's 1.6 billion dollar budget, carried out through 150+ appropriations, both continuous and non-continuous, across 25 special funds (most administered by the Department). The Department's primary mission is largely carried out through allocations for grants, loans, incentives, and contract activities. Programs are large and specialized, including the California Used Oil, Beverage Container Recycling, Electronic Waste, Tire Recycling, Recycling Market Development Zone, and Waste Cleanup Programs.

ESSENTIAL FUNCTIONS:

35%	As the Chief Budget Officer, direct, plan, coordinate, and monitor the work of the Budget and Economic Forecasting Units. Responsible for ensuring that the budget and forecasting operations of the organization are timely, accurate, and in accordance with CalRecycle policies, state fiscal policy, the State Administrative Manual (SAM), and State Law/Regulation. Recommend and implement policy, plans, and procedures to effectively direct budget staff toward the goals and objectives set forth by division and executive authority while ensuring the integrity of budgeting practices and principles. Disseminate strategic directives and allocate resources to meet the outlined goals and priorities therein. Assign, review and evaluate the work of direct reports in carrying out activities. This includes conducting staff meetings, ensuring goals and priorities are established and accomplished, and delegating and monitoring workflow to ensure completion. Design and carry out a program of training and professional development for staff in the Budget and Economic Forecasting Units; mentor and provide training to develop staff's skills and knowledge to effectively administer the Department's budget, monitor revenue, collections, and expenditures, and prepare forecasts for CalRecycle and CalEPA management. Evaluate work performance by giving verbal and written feedback, complete probationary reports, and Annual Performance Appraisals.
30%	Direct the preparation, analysis, and publication of the Governor's Budget and associated reports. This includes the preparation of budgetary schedules for the current year budget cycle. Oversee the analysis, recommendation, and preparation of Budget Change Proposals. Ensure processes are in place for accurate reconciliation between Budgetary/Accounting data with available funding contained in the Governor's Budget and the State Controller's Office Annual Financial Statements. Work closely with the Executive Office, the Department of Finance (DOF), and the Legislative Analyst's Office; and represent the Department in Budget Hearings, briefings, or other meetings as appropriate. Responsible for coordinating and/or responding to requests for information and other inquiries made by external control agencies such as the DOF, the Legislature and LAO by providing reports and/or written responses with consultation and input from the appropriate program areas. Review responses, and ensure responses are approved by the appropriate management and disseminated to the proper parties both internally and externally.

15%	Coordinate the development and presentation of forecasts for fee revenue, including solid waste tipping fees, lubricating oil sales, automobile tires sales, and California Redemption Value revenues. Assess the availability of funding to support CalRecycle Programs, and coordinate research related to the development and implementation of new and alternative funding sources for CalRecycle programs.
10%	Work with subordinate staff to provide analysis and solutions to management on administrative problems or practices as they impact the statewide budgeting system and assess whether those recommendations are acceptable to control agencies. Effectively communicate with executives, managers, and/or stakeholders to keep them informed of the current and forecasted financial position of the Department and its programs, including any issues and risks related to budget procedures, processes, policies, technical issues, proposed legislation, or upcoming programmatic changes. Enroll/ participate in training where necessary (by FI\$Cal, DOF, and/ or LinkedIn Learning) to broaden knowledge and remain current with changes/ updates. Prepare and provide training to peers or others within the Department.

MARGINAL FUNCTIONS:

5%	Analyze the most complex and sensitive budget issues utilizing consulting skills and problem-solving techniques; formulate appropriate management tools.
5%	Act as lead in the absence of the Branch Manager and perform other duties, as needed.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation:		Date:
Employee Signature:		
I certify that the above accurately represent the duties of the position:		Date:
Supervisor Signature:		
PERSONNEL USE ONLY: This personnel transaction has been reviewed and approved by:		
C&P Analyst:	Date Approved:	

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- ☐ Designated under Conflict of Interest Code.
- ☐ Duties performed may require annual physical.
- ☐ Duties require participation in the DMV Pull Notice Program (drives on state business 6 or more time per month).
- ☐ Requires the utilization of a self-contained breathing apparatus.*
- ☐ Operates heavy motorized vehicles.*
- ☐ Requires repetitive movement of heavy objects.*
- ☐ Performs other duties requiring high physical demand.* (Explain below)

*May require a pre-employment medical examination.

ESSENTIAL FUNCTIONS OF POSITION

- ☐ **VISION** – You must have sufficient vision to perform the following duties: identify resource requirements and prepare supporting materials; monitor all division contracts; develop training programs and examination planning; review legislation, prepare and initiate personnel transactions.
- ☐ **HEARING** – Your hearing must be sufficiently acute to perform following duties: perform phone consultations; take oral instructions from division management and personnel in other divisions
- ☐ **SPEECH** – You must have sufficient ability to speak to perform following duties: report budget, personnel, legislation, training, and administrative issues to management; speak on the phone; interact with division staff
- ☐ **CARDIAC/CIRCULATORY SYSTEM** – Your cardiac/circulatory system must be in sufficient condition to perform the following duties:
- ☐ **RESPIRATORY SYSTEM** - Your respiratory system must be in sufficient condition to perform these duties:
- ☐ **ORTHOPEDIC** – You must have the ability to use the following selected body parts – a. neck, b. shoulder, c. arm, d. elbow, e. wrist, f. hand, g. finger, h. spine, i. back, j. hip, k. leg, l. knee, m. ankle, n. foot, o. toe, to perform the following duties: use computer (a, b, c, d, e, f, g); attend meetings (h, i, j, k, l, m, n); and, use of appropriate body parts to perform other duties of this position
- ☐ **MANUAL DEXTERITY** – You must be able to perform the following duties involving manual dexterity: use the computer; telephone, calculator; FAX machine; drive vehicle to meetings, conferences workshops, etc.
- ☐ **BENDING, STOOPING, KNEELING** – You must be able to bend at the knee or waist, stoop, and kneel to perform the following duties:
- ☐ **SITTING OR STANDING** – You must be able to sit or stand for extended periods of time to perform the following duties: attend meetings, tour facilities, sit at desk for extended periods of time to perform division administrative duties that are mandatory for this position
- ☐ **LIFTING** – You must be able to lift up to pounds to perform the following duties:
- ☐ **CONCENTRATION** – You must be able to continuously concentrate to perform the following duties: develop division budget and work plans; research civil service classifications; analyze organizational structure; maintain and develop division administrative policies; develop priorities for use of division's line item expenditures; prioritize and monitor division contracts; develop and coordinate division training programs; review legislation
- ☐ **EQUILIBRIUM/BALANCE** – You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
- ☐ **LOSS OF AWARENESS OR CONSCIOUSNESS** - You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
- ☐ **CONTAGIOUS OR COMMUNICABLE DISEASE** - You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
- ☐ **DRIVING OR OPERATING DANGEROUS EQUIPMENT** – You must be able to drive or operate dangerous equipment to perform the following duties:
- ☐ **Do you have any other physical or mental condition or limitation not listed above that prevent you from performing the essential functions of this position as described in this job description?**

EMPLOYEE CERTIFICATION

- ☐ Yes. I am able to perform all of the above listed essential functions of the position, and have no physical or mental condition or limitation that prevent or otherwise impair me from doing so.
- ☐ Yes, I am able to perform all of the above-listed essential functions of the position, but will require reasonable accommodation in order to do so.
- ☐ No, I am unable to perform one or more of the above-listed essential functions of the position, even with reasonable accommodation.
- ☐ I am not sure if I am able to perform on or more of the above-listed essential functions of the job.

Signature

Date